

Appendix E - Final Plat Checklist

(Checklist for use by Village officials, may not include all requirements)

Final Plat Checklist		Yes	No	N/A
1	Delivery of copies of final plat - four copies to the Plat Officer, - one for the Village Engineer - two for the Planning Commission - one copy to the Marshall/Putnam Soil and Water Conservation District - one copy to the Putnam County Health Department			
2	A fee in the amount of one hundred twenty-five dollars (\$125) plus ten (10) additional dollars for each lot over twelve (12) lots will be required at the time of submittal of the final plat.			
3	scale not to exceed one inch to one hundred (100) feet and including:			
4	Accurate tract boundary lines with dimensions and angles which provide a survey of the tract, closing with an error of not more than one (1) foot in three thousand (3,000) feet.			
5	Property Lines of Residential Lots and Other Sites with accurate dimensions of all straight lines and arcs, bearings of property lines or other means of accurately locating property lines.			
6	Accurate Bearings and Distances to Known Monuments.			
7	Accurate Locations of Existing and Recorded Streets intersecting the boundaries of the tract.			
8	Accurate Legal Description of the property.			
9	Street Names			
10	Curve Notes, complete and accurate for all street curves included in the plan.			
11	Street Right-of-way Lines.			
12	Lot and Block Numbers.			
13	Property to be Dedicated or Reserved for Public, Semi-public, or Community Use, with accurate dimensions.			

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14	Markers or Monuments indicating location, type, material, and size.			
15	Subdivision Name.			
16	Name and Address of the Owner and Subdivider.			
17	North Point, Scale, and Date.			
18	Certification by a Registered Illinois Land Surveyor certifying to accuracy of survey and plat.			
19	Owner's Certification of Dedication of Streets and other Public Property with Notary's seal.			
20	Final Approval by Board and Planning Commission with signature and date spaces for Village President, Village Clerk and Planning Commission Chairman respectively.			
21	Certification of Title showing that applicant is the land owner.			
22	Restrictive Covenants, if any, in form for recording.			
23	Subdivider's Estimate of Cost of Minimum Improvements required, and acknowledged statement of Village Engineer concurring with the subdivider's estimate.			
24	Cross Section and Profiles of Streets showing grades approved by the Village Engineer.			
25	Such guarantee shall be in one of the following formats and the form, amount and provider subject to approval by the plat officer (refer to appendix H). Required improvements are to be installed by the owner or subdivider within two (2) years of acceptance of plat.			
	a. A certificate of deposit with or an escrow account at a federally insured bank or savings and loan association; or,			
	b. secured by an irrevocable letter of credit certifying that adequate funds are and will be available at a sound and reputable banking or financial institution authorized to do business in the State of Illinois.			